

**Competitive Purchases of Service  
Chapter 103F, HRS  
Statement of Findings and Decision**

SAMPLE

\_\_\_\_\_  
(Date)

State Agency Issuing RFP: \_\_\_\_\_  
(Department, division, branch, etc. as applicable)

Applicant: \_\_\_\_\_ Log # \_\_\_\_\_

Request for Proposal Title: \_\_\_\_\_ RFP ID # \_\_\_\_\_

☐ Applicant's proposal was selected.

Amount awarded subject to appropriation and availability of funds: \$ \_\_\_\_\_

Comments:

☐ Applicant's proposal was not selected.

Comments:

Identification of applicant(s) selected for this RFP:

A copy of applicant's proposal evaluation worksheet is attached for your information.

If there are any questions, please call \_\_\_\_\_ at \_\_\_\_\_.  
(Contact name) (Phone #)

*State Purchasing Agencies should use this notice in conjunction with their agency's cover letter.*